

Government  
Information  
Technology  
Agency

Statewide  
**POLICY**  
P350

TITLE: Web-Related Initiatives  
Effective Date: August 15, 2003

1. **AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (A.R.S. § 41-3504(A (1))), including, the adoption of statewide technical, coordination, and IT Policy and Standards (A.R.S. § 41-3504(A (1(a)))).

2. **PURPOSE**

This policy establishes the criteria for review of web-related initiatives undertaken by Budget Units (BUs).

3. **SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. **DEFINITIONS AND ABBREVIATIONS**

- 4.1. **“Dynamic Content”** means information that changes, or has the potential to change, each time a viewer accesses the web page. This type of content is usually generated from a database rather than coded directly into the HTML page. Generating the content requires programming and, typically, database support.
- 4.2. **“HTML”** means **“Hypertext Markup Language,”** a common programming language used in the development of web pages.
- 4.3. **“Static Content”** means a web page that contains information that remains the same every time a viewer accesses it. Static content is coded directly into the HTML page and does not require sophisticated programming or database support.

- 4.4. **“Third-Party Hosting”** means use of an external service provider to supply storage, connectivity, and services associated with making web pages available to viewers.
- 4.5. Refer to the PSP Glossary of Terms located on the GITA website at [http://gita.state.az.us/policies\\_standards](http://gita.state.az.us/policies_standards) for additional definitions and abbreviations.

## 5. **POLICY**

This policy applies to all IT projects which involve the development of business functions delivered over the Internet, including

- Applications,
- Static content,
- Dynamic content, and
- Third-party hosted services.

The policy does not apply to on-going content management (e.g., adding or updating content pages on an existing website).

- 5.1. GITA shall perform a review of any web-related initiative being undertaken against published standards using criteria contained within Statewide Standard P350-S350, Web-Related Initiatives.
- 5.2. The Web-Related Initiatives Notice of Intent (NOI) document (see Statewide Standard P350-S350) shall be used as input for the GITA review process. In addition, when the total cost for hardware, software, and professional services exceeds \$25,000, the BU shall obtain approval using the Project Investment Justification (PIJ), in accordance with Statewide Policy P340 and Statewide Standard P340-S340.
- When a PIJ is required, the project summary report, described in [Statewide Procedure S340-P340](#), shall replace the written review on the conformance of the web-related initiative to published standards.
- 5.3. GITA shall provide objective and impartial analysis of the business and technical solutions identified in the NOI using evaluation criteria contained in Statewide Standard P350-S350 and, when applicable, the PIJ. The NOI evaluation and notification processes shall use the criteria contained in Statewide Standard P350-S350.
- 5.4. Upon completion of GITA’s evaluation and in the absence of a PIJ, a letter of response shall be issued to the budget unit, based on the content of the submitted NOI document.
- A. GITA may request further information about the proposed web-related initiative in the course of evaluating the NOI.
  - B. The budget unit may withdraw an NOI document from review at any time.

**6. REFERENCES**

- 6.1. A. R. S. § 41-621 et seq., “Purchase of Insurance; coverage; limitations, exclusions; definitions.”
- 6.2. A. R. S. § 41-1335 ((A (6 & 7))), “State Agency Information.”
- 6.3. A. R. S. § 41-1339 (A), “Depository of State Archives.”
- 6.4. A. R. S. § 41-1461, “Definitions.”
- 6.5. A. R. S. § 41-1463, “Discrimination; unlawful practices; definition.”
- 6.6. A. R. S. § 41-1492 et seq., “Prohibition of Discrimination by Public Entities.”
- 6.7. A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
- 6.8. A. R. S. § 41-3501, “Definitions.”
- 6.9. A. R. S. § 41-3504, “Powers and Duties of the Agency.”
- 6.10. A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
- 6.11. A. R. S. § 44-7041, “Governmental Electronic Records.”
- 6.12. Arizona Administrative Code, Title 2, Chapter 7.
- 6.13. Arizona Administrative Code, Title 2, Chapter 10.
- 6.14. Arizona Administrative Code, Title 2, Chapter 18.
- 6.15. Statewide Policy P340, Project Investment Justification (PIJ).
- 6.16. Statewide Standard P340-S340, Project Investment Justification (PIJ).
- 6.17. Statewide Standard P350-S350, Web-Related Initiatives.
- 6.18. Statewide Procedure S340-P340, Project Investment Justification (PIJ).
- 6.19. Instructions for Coordination and Evaluation of Web-Related Initiatives at [http://gita.state.az.us/digital\\_gov/NOI/](http://gita.state.az.us/digital_gov/NOI/).

**7. ATTACHMENTS**

None.